

All applicants must complete an application to be considered - those submitting resumes only will not be considered.

16th Judicial Circuit of Missouri

Vacant Position

Date: 11/26/2025

Posting No.: JR102140

Position Title:	Victim Services Coordinator -FCRS	Position No.:	P-100002
Department:	Family Court Resource Services - Kansas City		
Work Location:	625 E. 26th Street - Kansas City MO		
Work Hours:	8:00 a.m. - 5:00 p.m. Monday thru Friday		
Salary:	County Paid Position - Exempt Grade C-113 - \$51,001.60-\$63,752.00		

EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS APPLY IN WORKDAY (The internal application for promotion/transfer may be obtained) Employment Specialist: **LaTasha Winn**. Applicants for clerical positions which require skill testing must be tested for consideration.

Applications must be received by Human Resources no later than 5:00 p.m. on 12/10/2025

Basic Function and Responsibility:

The victim services coordinator serves as a key advocate for victims and families impacted by juvenile delinquency. This role provides essential support services, ensures compliance with statutory rights, supervises program staff and volunteers, and leads the strategic planning and delivery of victim services. The coordinator also plays a central role in policy development and collaboration with legal and community stakeholders.

Appointing Authority and Supervision Received:

The deputy court administrator of family court is the appointing authority. The victim service coordinator will receive direct supervision by the director of the department.

Supervision Exercised:

This position is directly responsible for the supervision of the victim service advocate, volunteers and interns.

Characteristic and Assigned Duties: (The following duties are representative of the position and do not include all duties which may be performed.)

- Manage the daily operational functions of the Victim Services Unit.
- Advocate for crime victims, children who are victims or witnesses of abuse, and their families or caretakers.
- Provide ongoing support and information via in-person meetings, phone and written communication.
- Ensure victims and families are informed of their rights and the court process.
- Deliver crisis counseling and emotional support.
- Connects clients with appropriate community resources, including housing, medical care, mental health services, financial assistance, and transportation.
- Assist with victim compensation claims and impact statement preparation.
- Maintain regular communication about case progress and court appearances.
- Accompany and support victims through legal proceedings and help interpret court procedures.
- Supervise and mentor victim advocates, interns, and volunteers; conduct performance evaluations and provide coaching; assess training needs and coordinate training accordingly.
- Act as a liaison with law enforcement, legal professionals, court staff, and community partners.
- Stay current with trends and best practices in victim advocacy.
- Develop victim support materials and tools aligned with program goals; identify unit needs and seek funding when needed.
- Develop presentations to the public and conduct victim empathy training for staff.
- Track service and prepare reports for program effectiveness.
- Perform other duties as required.

Knowledge, Skills, and Abilities: (This job description does not include specific physical requirements necessary to perform the job, such as, carrying, standing and lifting. Such requirements vary from position to position and may be determined by the appointing authority.)

- Strong understanding of laws, legal procedures and victim rights related to juvenile justice and family law.
- Knowledge of community resources and social service systems
- Compassionate, trauma-informed communication skills to be able to handle emotionally charged or high-stress situations.
- Ability to de-escalate conflict and support individuals from diverse backgrounds.
- Strong organizational and time-management skills.
- Public speaking and training presentation capabilities.
- Proficiency in record-keeping and data reporting.
- Capable of working collaboratively with a team.

MINIMUM EDUCATION AND EXPERIENCE:

Minimum Qualifications: (Equivalent combination of relevant education and experience may be substituted on a year-for-year basis, provided a high school diploma or GED has been obtained.)

Bachelor's degree in a related field plus two years of directly related experience in advocacy in the family law system (such as domestic violence, child protection agencies, courts, etc.) or related human services area. Some experience in criminal justice field.

Necessary Special Requirement:

Must possess and maintain a valid driver's license from state of residence, and provide proof of such.

Must possess and maintain state mandated auto liability insurance and a properly licensed, reliable vehicle, and provide proof of such.

All candidates selected for employment will be subject to background screenings as part of the hiring process. Certain positions may also require additional checks, including but not limited to education verification, child abuse and neglect clearances, drug screenings, and physical assessments, as applicable to the responsibilities of the role

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